



Roxboro Community School

"We place children first."™

115 Lake Drive, Roxboro, NC 27573

(336) 597-0020

fax: (336) 597-3152

www.roxborocommunityschool.org

OFFICIAL TRANSCRIPT REQUEST

All official transcript requests should be made at least two weeks in advance of need. Official transcripts will be mailed directly to the college/university from RCS.

Students must fill out this request form entirely.

Student Full Name: _____

Date of request: _____

Name of College/University/Program: _____

Please print name, title, and address of person or institution to whom you wish transcript(s) sent.

Person or Institution:	
Name:	Attn/Title:
Mailing Address:	City State Zip
<input type="checkbox"/> Special Instructions:	Number of Copies:

Roxboro Community School has my permission to send SAT, ACT, AP or other personal test data along with my transcript.

Student's signature: _____

Date: _____

Transcript requests may be turned into Mrs. Hawkins in Room 105, Dr. Acheampong in Room 114, or to the front office.